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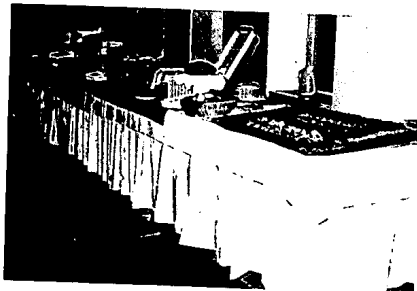
Directorate of Science and Technology

*25th
Anniversary*

OL/FMD

Item of Interest

1. The Facilities Management Division supports numerous exhibits and functions during the year which have Agency wide participation and interest. FMD supports these activities in a variety of ways and the degree of participation by FMD is directly related to the type of exhibits involved, the number of visitors and VIP's and any requirements for food service. On February 19, 1987, FMD supported the widely attended 25th Anniversary Celebration of the DDS&T and the accompanying information and graphics are submitted as an illustration of that type of support.
 - A. Interior Design Consultant:
 - Planned layouts in Exhibit Hall for 12 separate models, displays and TV monitors;
 - Assisted in setting up and removing exhibits.
 - B. Maintenance Branch:
 - Acted as FMD focal point to coordinate requirements for custodial, electrical and fabrications;
 - Arranged for special cleaning of auditorium and 1st floor reception and exhibit areas;
 - Set up TV monitors and VCR's for multi-media exhibits (in coordination with the FMD/ADP Staff);
 - Coordinated Saturday (Feb. 21) Open House.



C. Building Services Branch:

Assisted in moving in exhibits;

Provided tables, chairs, coat racks and velvet rope stanchions.

D. Executive Dining Room:

Served a VIP luncheon in the Executive Dining Room for 42 guests prior to the 3 PM program;

Prepared and served an evening reception of punch and hors d'oeuvres for 700 attendees in the first floor corridor of the Headquarter's Building.

E. Motor Pool:

Provided VIP chauffeur service;

Provided shuttle service to visitors using reserved parking in the west lot.

Arranged for charter buses to outlying buildings.

F. Parking Office

Arranged for 40 spaces in VIP lot;

Roped off and monitored 200 reserved spaces in West Lot.

2. For all of the above, it was the FMD goal to give smooth and efficient service, yet to remain in the background in order to avoid any distractions to the ceremony and the celebration of the day. The DDS&T was most appreciative of the support provided by FMD and has acknowledged the strong contribution by the Division to the success of the Anniversary Celebration.